

Letter Examples:

MODIFIED BLOCK, MIXED PUNCTUATION



press return to
2" down

March 16, 2006

QS

Mr. John Hudson
Hudson's Floor Wax
45 Slippery Way
Jeppson, MS 60611-2201

DS

Mr. John Hudson: *For mixed punctuation, put a ":"
after the salutation.*

DS

My eyes are fully open to my awful situation, so I'm writing you a letter to demand an explanation. When the floor wax that we bought from you arrived here Monday morning, we discovered upon usage that the fumes should have a warning.

DS

Since the only possibility is that your wax is rancid, I request a full refund of all the money we advanced. And unless you can convince me you've improved the floor wax batter, then we'll take our business elsewhere, so I hope you solve this matter.

DS

Enclosed you'll find a small container of the stuff I talk about. Just carefully remove the lid and take a whiff if you've a doubt. I'm sure you wouldn't want me to alert the daily papers with the news of how our office was affected by your vapors.

DS

Which is why I choose to write to you a confidential letter, full of strong recommendation that you make your floor wax better. I just hope it won't require us to have our floor re-laid—and if it does you may expect a bill.

DS

*For mixed, put a comma after
complimentary close.*

Sincerely,

QS

Trevor Grayden

Trevor Grayden

*Quadruple space after the
complimentary close, leaving
space for the writer to sign
their name. Then spell out the
name so the reader knows
who it is from. If the writer
has a title, place that beneath
their name.*

Do not tab
in with
each new
paragraph.
DS
between
each para-
graph.

*If the typist is NOT the
writer, then they must
initial the document.*

In MODIFIED BLOCK, use
the TAB key to center the
complimentary close and
signature to center of page.
**DO NOT USE CENTER
BUTTON.**

mn

Enclosures and initials stay on left margin

Enclosure

BLOCK, OPEN PUNCTUATION



Press return to 2" down

October 13, 2004

Margie Smart
123 Aybecee Street
San Francisco, CA 84785

*For open punctuation, there is NO
punctuation after the salutation and
complementary close.*

Dear Ms. Smart

COMPLAINT ABOUT OUR PRODUCT

*This is a subject line. Subject lines are in ALL CAPS,
with DS before and after it.*

Thank you for your concern about how our soap might kill small children if applied to delicate skin. We are glad that you have the "smarts" the notice this little default in our product, and the guts to actually write us about it.

Though the idea was vetoed at our product's first meeting, we have decided that, because of your thoughtful letter, and because the customers might figure out what money-grubbing jerks we are, we will now include a label of warning which shall read as follows: "Product may cause children's skin to molt and fall off, leaving bloody scars that cannot be removed, even with the strongest lasers."

The new boxes are being produced right now, and should be out by next year. Thank you for not suing us over the death of your child, and we are sending a new-born with this letter to reimburse you for your loss.

Thank you for using Like-it-a-lot Soap.

Sincerely

Elmira Woods

*in Block format, everything stays on the
left margin. Don't tab anything in.*

Elmira Woods
Vice President

mn

Enclosure

Writing Letters

Letter 1 – Open Punctuation, Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

October 4, 2010 | Mr. Jedediah Wilbur | 78 S. Main St. | New Orleans, LA 70123 | Dear Mr. Wilbur |
Sincerely | Emiline Drowdle | xx

As Chairperson of the *Corporate Conscience Campaign - Helping the Homeless in New York*, I am writing this to thank you personally for your company's support in last month's fund-raising effort.

As I indicated when we spoke on the phone two weeks ago, the campaign was considered a resounding success, raising a total of \$1.65 million to-date, significantly exceeding our target of \$1 million. Some donations are still trickling in, so we could end up close to a total of \$2 million.

I would like to ask you to convey my sincere thanks and congratulations to all of those other people in your company who contributed in any way to the Helping the Homeless Campaign. Please tell them that the sum of their contributions resulted in a major success that they should all be proud of taking part in.

I look forward to seeing you at the Mayor's special thank you reception next month.

Letter 2 – Mixed Punctuation, Modified Block

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

January 4, 2010 | Mrs. Belinda Halley | 413 N. Appletree Lane | Springfield, NE 68059 | Dear Mrs. Halley| Yours truly | John Hater

On behalf of everyone here at Deerwood Resorts Ltd., I would like to sincerely congratulate you on your recent graduation from Mountain State University with your M.B.A. (Marketing).

I must say that I was not surprised to read of your success in the newspaper. During your first of four summers as an employee at our Lakeland Family Resort I noted how bright you are and how you have a very quick mind for business. Combine those attributes with your relentless work ethic and commitment to quality customer service, and it is obvious that you have a wide-open future ahead of you. I can only hope that your experience working with us contributed in some small way to your success.

On behalf of the management and staff at Deerwood Resorts I wish you all the best in your future career and life endeavors, whatever they may be.

Letter 3 – Open Punctuation, Modified Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

July 10, 2010 | Mrs. Alison Dowry | 1401 Farley Street | Middleton, TN 38052 | Dear Ms. Dowry |
KEYNOTE SPEAKER INVITATION | Sincerely | Thomas S. Wadsworth | xx

The purpose of this letter is to formally invite you, on behalf of the Board of Directors, to be the Closing Keynote Speaker at the upcoming 2008 IDCRI Conference.

The theme of this conference is "Disabling the Disability - Looking It Straight In the Eye." It will be held at the Mountainview Conference Facility, in Montpelier, Vermont from December 3 to 5, 2008.

We expect attendance this year to be the highest ever; in the area of 2,000 delegates and 150 speakers. This includes a large contingent from our new European Chapter that is based in Geneva.

In closing, we would be pleased and honored if you would consent to be our closing speaker at the 2006 IDCRI Conference. I will call you in a week or so to follow up on this.

Letter 4 – Mixed Punctuation, Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

May 17, 2010 | Miss Tabithah Fair | 425 N. 7th Street | St. Clair, OH 45011 | Dear Miss Fair |
Sincerely | Robert J. Woodsmark, Human Resources | xx | Enclosure

It is with sincere regret that I must inform you that your employment at Addison Systems Inc. will be terminated as of Friday May 31, 2008.

As you know, the Downsizing Task Force delivered their report to the general manager in late October, 2010. Among the task force recommendations was the elimination of all temporary and contract positions. Since you occupy a temporary position, your position is automatically subject to the task force recommendations.

I would like to make it absolutely clear that in no way does your termination reflect that the company is in any way unhappy with your work performance over the past 18 months. Unfortunately, you and the other non-permanent staff that are being let go are simply a reflection of the general economic downturn in the fiber-optics industry over the past year.

Tabithah, given your qualifications and proven abilities, I am confident that you will be able to find another position in the relatively near future. If you would like, I would be pleased to write a recommendation letter for you, to help with your job search.

Letter 5 – Open Punctuation, Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

September 18, 2008 | Mr. Alexander Brent | 56 Newhaven Rd. | Chavies, KY 41727 | Dear Mr. Brent
| Sincerely Yours | Aimee Thomas | xx

I would like to take this opportunity to express my heartfelt thanks to you for your very active participation in our recent conference in Montreal on the "future of aviation". The Chairman and Board Members have also asked me to pass on their sincere appreciation for your efforts in supporting the Institute in this important undertaking.

Your skill in chairing the controversial panel on "The Role of Developing Countries in the Future of Aviation Management" was very much appreciated by those representing all sides of that extremely sensitive topic. As well, we have received numerous post-conference requests for the paper you delivered on "The Critical Issue of Cooperation Between Airlines and Airports." It appears that you may have penned a best-seller with that one!

Again, thanks so much for your enthusiastic participation in our conference. I have no doubt that it would not have been as much of learning experience for everyone without you.

Letter 6 – Mixed Punctuation, Modified Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

April 28, 2010 | Mrs. Gretta Courtney, California Investments, Inc. | 5100 S. 4th Ave Suite #101 |
Sacramento, CA 94211 | Dear Mrs. Courtney | Sincerely | Diana M. Draper |

My outgoing personality, my sales experience, and my recently completed education make me a strong candidate for a position as an insurance broker for California Investments, Inc.

I recently graduated from the University of Oregon with a degree in marketing, where I was president of both the Future Business Leaders of America and the American Marketing Association.

Although a recent graduate, I am not a typical new graduate. I attended school in Michigan, Arizona, and Oregon. And I've put myself through these schools by working such jobs as radio advertising sales, newspaper subscription sales, and bartending, all of which enhanced my formal education.

I have the maturity, skills, and abilities to embark on a career in insurance brokering, and I'd like to do this in California, my home state.

I will be in California at the end of this month, and I'd like very much to talk with you concerning a position at California Investments. I will follow up this letter with a phone call to see if I can arrange a time to meet with you.

Thank you for your time and consideration.

Letter 7 – Mixed Punctuation, Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

March 14, 2010 | Mr. George Farrell | Travel One Travel | 45 Pickett Way | New Orleans, LA 70112
| Dear Mr. Farrell | TRAVEL ONE BROCHURE | Yours Truly | James L. Woodworth | President |
Alpha Mortgage Company | xx

Thank you for the brochure that you sent me last week. I was very excited to hear about all the great new packages that your company is now offering. I found your information to be very informative and helpful in my deciding what I would like to do for my upcoming vacation.

I would like to request more information on the resorts that are available in Malibu. My company has been discussing where we would like to take our company trip, and Malibu has come up often. I understand you have some great group packages. Our group will consist of 14 couples, and we would need a resort that can accommodate us.

Please send your information on all Malibu resorts you book, as well as information on Aruba and San Jose. We greatly appreciate your attention in this matter, and intend to book our trip as soon as all arrangements can be decided upon.

Letter 8 – Mixed Punctuation, Modified Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

October 26, 2010 | Miss Annalyn Arlen | 349 S. Main | San Andreas, CA 95249 | Dear Miss Arlen |
Your Obedient Servant | Elliot Bunkbower | Emco Distribution | xx |

I have written to you several times over the past three months requesting an explanation on why you have failed to bring your account with us current.

By ignoring these requests, you are damaging the excellent credit record you had previously maintained with our company. In addition, you are incurring additional expense to yourself and to us.

Unless I hear from you within ten days, I will have no other choice but to turn your account over for collection. I am sorry that we must take such drastic action but I am afraid you leave us no alternative. You can preserve your credit rating by remitting your check today for \$456.89.

Letter 9 – Open Punctuation, Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

Today's Date | Susan S. Lewis | 4567 S. Cherrywood Lane | Lincoln, NE 68508 | Dear Mrs. Lewis |
Sincerely | Michael R. Brimstone | xx

This is to inform you that I have purchased all of the interest of my former partner, William H. Buckley, and that he is no longer associated with the firm of Buckley & Brimstone Associates. Our business will continue to provide the same high quality products and service on which we have built our reputation and this internal change will in no way effect our company policy or manner of conducting business.

I would like to take this opportunity to thank you for the courtesies you have shown us in the past, and hope that you will let us continue to serve your business in a way that is mutually beneficial and profitable to us both.

Letter 10 – Open Punctuation, Modified Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

July 30, 2010 | JamCo Retail | 2934 S. Greystone Circle | Wilmington, VA 22963 | To Whom it May Concern | DISPUTATION OF STATEMENT BALANCE | Very Truly | David L. Bancroft | Account Manager | Esborne Agency | xx | Enclosure

We are in receipt of your statement dated July 15, 2010, indicating an account balance of \$7,695.48. We dispute said balance for the reason(s) checked.

- ☐ Goods billed for have not been received.
- ☐ Prices are in excess of agreed amount.
- ☐ Prior payment made in the amount of \$_____
- ☐ Goods were unordered.
- ☐ Goods were defective as per prior notice.
- ☐ Goods are available for return as per our right of return and credit.
- ☐ Other (Describe) _____

Please adjust our account.

Letter 11 – Open Punctuation, Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

Melissa Murphy | 16 Marionette Avenue | Kissimmee, FL 34743 | January 12, 2010 | Dear Mrs. Murphy | Sincerely | Amos D. Wyler | Wyler TV Repair |

The cost for repairing your television is as follows:

Qty:	Item:	Price:
1	XYZ Indicator	\$39.00
1	ABC Adjustment Control	\$ 9.95
1	Antenna	\$10.00
	TOTAL:	\$58.95 PLUS TAX

Total Parts Cost \$58.95 Plus Tax

In addition to the above, the cost of our Labor is \$60.00.

With your authorization we will proceed to make the necessary repairs and have your set returned to you one week after you have given us your approval.

Please give us your instructions.

Letter 12 – Open Punctuation, Modified Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

Mr. Ebenezer Trunk | February 16, 2010 | 56 ½ 15th Street | Joliet, IL 60404 | Dear Mr. Trunk | Your Obedient Servant | Elmer H. Gray

Frankly, I need your advice on a matter of great concern to the employees at the local manufacturing facility. It seems the constant rumors of a corporate takeover are filtering down to the general work force, and the loyalty may soon falter. I have heard of some employees submitting their applications to our competitors. This could create problems if not dealt with now.

I feel obliged to make some sort of official statement to the employees and hope for your guidance as to the content thereof.

I would be most grateful for your thoughts and advice on this most sensitive matter.

Letter 13 – Mixed Punctuation, Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

February 2, 2010 | Human Resources Department | Sears Robuck Co. | To Whom it May Concern |
Sincerely | Juliet R. Capulet |

As you may have heard, I am getting married on the 27th of April, 2010. It is with this in mind that I am requesting a thirty (30) day leave of absence.

My fiancé is able to combine a business trip to Europe with our honeymoon, and I would hate to miss this rare opportunity.

I will be back at my desk, with my full attention to the sales department, as always, on the 28th of May, 2010.

If you need any additional information, please contact me at extension 234, in the sales department.

Letter 14 – Mixed Punctuation, Modified Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

August 15, 2010 | Gregory Sheffer | Abbott Agency | 568 Tri-circle Square | Page, AZ 86040 |
Yours Truly | Marge S. Waters | Vice President of Sales, ABC Industries | xx

Having been guided on a tour of your Page plant by Mr. Kingsley, I must say that I am thoroughly impressed with your operations and personnel. I don't believe I have ever viewed a more efficient, smooth running, and cost efficient program such as yours. I was particularly impressed with the procedure you have implemented to monitor quality control.

All of your employees were extremely courteous and went out of their way to explain various functions and answer my inquiries. I would be most appreciative if you would extend a special thank you from me to Mr. Kingsley, for showing me every courtesy, including a delightful lunch at the Boar's Club.

I shall be presenting my findings to my associates on the 30th, and will let you know what develops.

Letter 15 – Open Punctuation, Modified Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

April 2, 2010 | Miss Sarah-Louise Messinger | 78 S. Main Street #1205 | Hershey, PA 17033 | Dear Miss Messinger | Sincerely | Mark Washburn | Washburn Chair Co. |

After reading your letter of (date) , I can thoroughly understand why you are running out of patience.

While it would be easy to place the blame on our computer, this poor fellow has received enough abuse since joining our firm. After all, he only follows the orders that are given to him. Therefore, please accept my apology for the delay in refunding your money.

Our bookkeeping department has been instructed to issue a check to you at once, which you should be receiving within a few days.

I am grateful that your letter was brought to my attention and I appreciate your perseverance in settling this matter. Once again, I am very sorry for the inconvenience this has caused you.

Letter 16 – Open Punctuation, Block Format

Before typing your letter, remember to create a header (Insert, Header and Footer) with your name, period, and the letter number. Then go to Home, and in the Style section, click on Change Styles. Go to Style Set, and choose Word 2003.

March 15, 2010 | AppleRight Communications | Western Division | 67 S. Washington Avenue, Suite 101 | Milwaukee, WI 53207 | To Whom it May Concern | NEW REPRESENTATIVE | AppleRight Communications Headquarters | xx |

We have assigned Julie Edinburgh as our new representative for your area. Julie has been with our firm for quite some time and is extremely experienced in all aspects of our production.

Julie will be coming to Milwaukee on April 7 and will be calling on you in the morning if that doesn't conflict with your schedule. If there is any problem with that date, please let us know.

Business Letters

Letter 11: Complaint About a Product

Write a professional letter in whatever format you choose. Your letter is meant to complain about a product that you received from the company. You are claiming that the product is defective and want a refund or another non-defective product sent to you. Your letter must include:

- At least three paragraphs
- Proper format
- A date
- Address, company name, company contact (you can make this up)
- The product you find defective
- Your name and signature at the bottom

Letter 12: New Customer Letter

You are from the company called Tradewhirl.com. Your company provides various products like hats, shoes, t-shirts, etc to those who order them online. Create a letter from your company to a customer thanking them for their business. This customer is a new customer, and you would like to see them shop at your store again. Your letter must include:

- At least three paragraphs
- Proper format
- A date
- Customer name and address (you can make this up)
- Product the customer purchased
- Close with your name and title (Retail Manager).

Letter 13: Promotional Letter

You work for the Pasedena Music School. You are sending out a promotional letter to persuade people to sign up for classes at your school. You can end your letter with the suggestion that, if they are interested, they may contact you and/or request a brochure. Your letter must include:

- At least three paragraphs
- Proper format
- A date
- A customer name and address (you can make this up)
- Reasons why the customer should choose to send their children to your school.
- Mention the end of year recital “Music with a Difference”

- A way to contact you—your name and a false address and phone number.

Letter 14: Permission to Use Copyrighted Material

You are a director of the play “All Things Beautiful” in a community production. You are writing a letter to Mark Agyin, the author, requesting the use of his play, as well as the right to edit out a few offensive swear words. Your letter must include:

- At least three paragraphs
- Proper format
- A date
- Author’s name and address (make up the address)

Your signature and title as Director.